

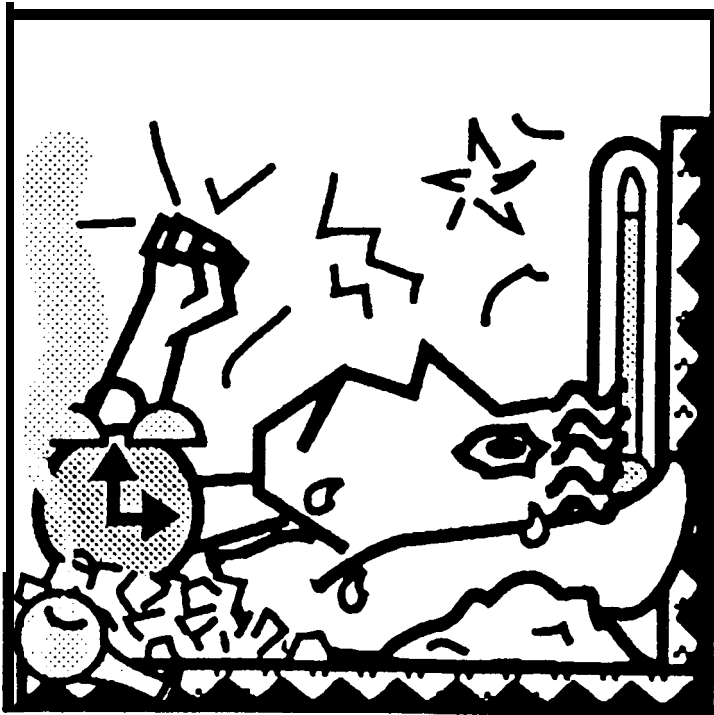
# America in Jeopardy: The Young Employee and Drugs in the Workplace

## Participant's Manual



U.S. Department of Labor  
Office of the Assistant Secretary for Policy

February 1994



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# **America in Jeopardy: The Young Employee and Drugs in the Workplace**

## **Participant's Manual**



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U.S. Department of Labor  
Robert B. Reich, Secretary

Office of the Assistant Secretary for Policy

February 1994



## TABLE OF CONTENTS

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	Page
FOREWORD	ii
ABOUT THIS PROGRAM	iii
INTRODUCTION	1
OBJECTIVES	2
TEST YOUR DRUG ABUSE IQ	3
VIDEOTAPE	5
SUBSTANCES OF ABUSE - BRIEF PROFILES	7
Alcohol	8
Marijuana	9
Inhalants	10
Steroids	11
Crack	12
Cocaine	13
Ice	14
Hallucinogens	15
INTERACTIVE GROUP DISCUSSIONS	17
Mixing Substances and Work - Scenarios	18
MULTIPLE DRUG USE	23
WRAP-UP	27
APPENDIX A - DRUG CATEGORIES	A-1
APPENDIX B - DRUG CATEGORY PROFILES	B-1

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## FOREWORD

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This alcohol and drug abuse training program was developed by the U.S. Department of Labor to assist you in understanding the hazards of alcohol and drug use in the workplace. In many instances, the choice to use or avoid alcohol and drugs is made at an early age, and is based upon little or no factual information. All too often, that choice is made solely in anticipation of the moment of pleasure that one may experience from its use.

The training program in which you are participating was developed to help make you aware of the dangers of substance abuse to your health, your life style and your career. We encounter the hazards of substance abuse, not only as abusers, but as coworkers, supervisors, relatives and friends.

During this session, you will learn not only about the cost of substance abuse to society, but more importantly, the harmful side effects that alcohol and drug abuse can have on your mind and body.





## ABOUT THIS PROGRAM . . .

This training program was designed to be presented in a one- or two-hour format, as shown below. However, when time permits, your trainer may wish to include discussions of other aspects of substance abuse that cannot be covered by this one-hour program. Topics such as intervention, the role of the employee assistance program (IMP), Twelve Step Programs (e.g., Alcoholics Anonymous, AlAnon, etc.), and enabling are but a few areas that may be covered in a more comprehensive drug abuse training program.

The training program in which you are participating will be presented in the following order:

Topic	Time (minutes)	
Welcome and Introduction	5	5
Videotape - "America in Jeopardy"	20	20
Videotape Discussion	10	15
Interactive Group Discussion	20	15
Break	--	15
Scenarios	--	40
Wrap-up	5	10
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Total Time	60	120



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## NOTES



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## INTRODUCTION

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We've heard a lot about how alcohol and drugs make you feel - for a very short time:

**Euphoria**  
**On top of the world**  
**Carefree**  
**Powerful**  
**Relaxed**  
**In control**

We know the costs of substance abuse to society and business are staggering:

**Lost Productivity**  
**Increased illness and injury**  
**Increased crime**  
**Life style changes**  
**Lost careers**

Perhaps you've heard about some side effects which often last longer than the "desired" drug effect:

**Nausea - Headaches - Vomiting**  
**Hallucinations - Paranoia**  
**Coma**  
**Death!**

But what do you really know about drugs?

What do alcohol and drugs do to your BODY and MIND?

Do you know the effect of alcohol and drugs on your life style, job, career . . .?

Do you know about the "other effects" of alcohol and drug abuse?





## OBJECTIVES

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Substance abuse in the workplace is a problem that confronts employees and employers alike. Recognizing and understanding the impact of alcohol and drug use at work is vital to a safe and healthful work environment. Our aim is to ensure that every worker is informed about the dangers of substance abuse on the job.

To ensure that you understand the need for substance abuse training, the following program objectives have been set forth:

1. To state your company's or agency's formal policy regarding drug use and rehabilitation,
2. To raise the awareness of workers to the problems of alcohol and substance abuse in the workplace,
3. To make workers aware of the health hazards of alcohol and substance use,
4. To make workers aware of the consequences of alcohol and substance abuse on their jobs and careers, and
5. To provide information on help that is available and to encourage workers who need it to seek help.

